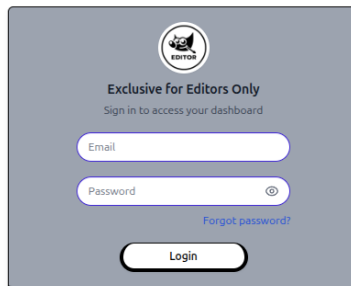


ROLE-BASED EDITORIAL MANAGEMENT SYSTEM

Role-Based Editorial Management System is a secure, web-based platform designed exclusively for freelance photo editors. It provides structured access for Admins, Senior Editors, Junior Editors, and Clippers, ensuring clarity of responsibilities and streamlined workflows.

Admins oversee the entire system through centralized dashboards, analytics, and user management, while Editors and Clippers benefit from ranking dashboards, tutorials, and detailed work logs tailored to their roles. The platform supports event management, attendance tracking, performance monitoring, and secure XMP filter storage, all reinforced by role-based permissions and comprehensive activity logging.



The image shows a login form titled "Exclusive for Editors Only" with the subtitle "Sign in to access your dashboard". At the top is a circular logo with a camera icon and the word "EDITORS". Below the title are two input fields: "Email" and "Password". The "Password" field has a toggle icon on the right. Below the fields is a link that says "Forgot password?". At the bottom is a "Login" button.

ADMINS ACCOUNT

Admin Dashboard

The Admin Dashboard module is the central control panel for managing editorial operations. It offers a clean, role-aware interface tailored for administrators, with real-time insights and actionable tools that streamline oversight and decision-making.

➤ Role Summary Panel

The Role Summary Panel provides administrators with a clear snapshot of the team's structure and performance, showing the number of users across Admins, Senior Editors, Junior Editors, and Clippers, along with total rendered hours for editors and clippers, while Admin accounts display only user counts to reflect their supervisory role. Complementing this overview is a dynamic bar chart that visualizes editing and clipping activity from the previous day, segmented by role and task type such as Indi Edit, Team Edit, Build, Clip, Indi Clip, and Team Clip, giving admins immediate insight into workload distribution, productivity trends, and role-specific contributions in a single, intuitive view.

➤ Password Reset Requests

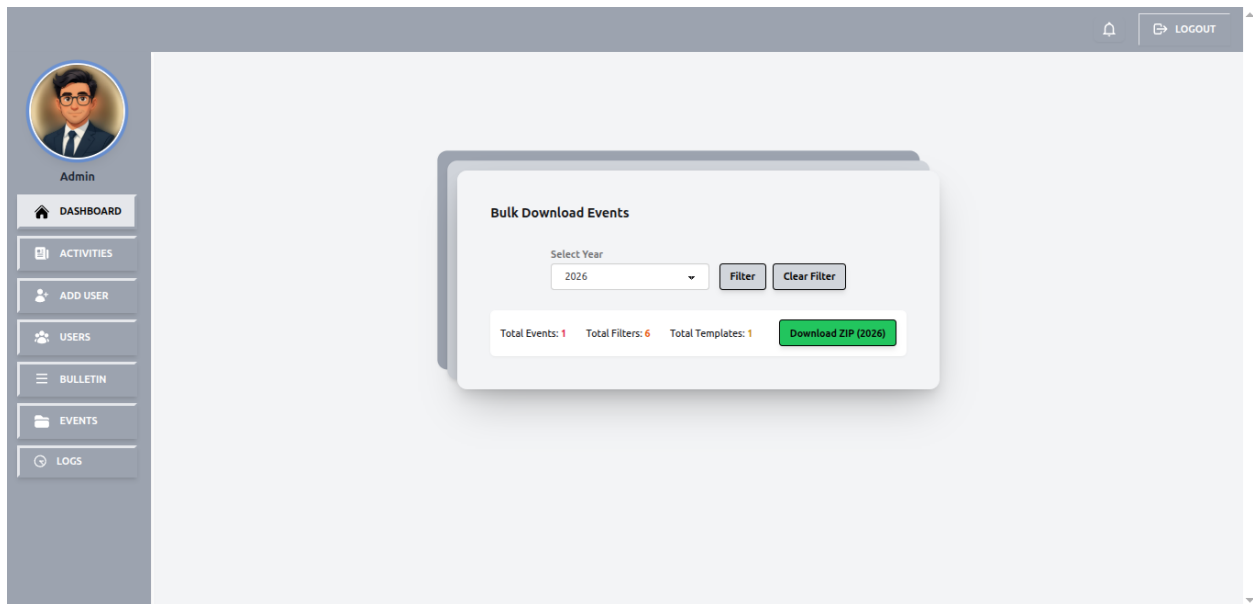
A dedicated box shows the live count of pending password reset requests, triggered when users request help accessing their accounts. Clicking this box opens a management view where admins can approve or resolve each request individually.



➤ Events Overview

This box displays the total number of events and XMP filters created in the current year. Clicking it redirects to a detailed page where admins can:

- ✓ Bulk download events filtered by year
- ✓ View yearly totals for events, XMP filters, and templates



➤ Reports Summary

This box opens a powerful analytics module featuring:

- ✓ Top 3 Rankings for the current month, with filters by day and role
- ✓ A built-in eligibility logic: if the top 3 performers don't meet the minimum threshold, rankings start from position 4 — ideal for fair recognition and client-led giveaways
- ✓ A detailed Expected vs. Rendered Hours table per user
- ✓ A second table showing work analytics segmented by Senior Editors, Junior Editors, and Clippers
- ✓ Filters by date range, role, and username
- ✓ Monthly paging with automatic total calculations
- ✓ CSV export for offline reporting and documentation

The screenshot displays a web application interface for analytics. At the top right, there is a notification bell icon and a 'LOGOUT' button. The main content area is divided into two sections. The first section, titled 'Top 3 Rankings of January 2026', includes a 'Select Role:' dropdown menu set to 'Senior Editor' and an 'Apply' button. Below this is a table with the following data:

Rank	Username	Clip	Indi Edit	Team Edit	Build
1	kenth	661	581	1181	635

A link 'Click here to show more...' is located below the table. The second section, titled 'ALL USERS REPORT', features a 'VIEW USERS LOG' button and three summary cards for different roles:

- Senior Editor**: Logs This Year: 27
- Junior Editor**: Logs This Year: 21
- Clipper**: Logs This Year: 22

LOGOUT

Ranking Report as of January 2026

Select Role

Senior Editor

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Username

Filter

Rank	Username	Clip	Indi Edit	Team Edit	Build	Expected vs Rendered
1	kenth	661	581	1181	635	-274.75 hrs

Rank	Username	Clip	Indi Edit	Team Edit	Build	Expected vs Rendered
4	kim	370	1012	430	394	-143.52 hrs
5	charito	45	89	0	89	-4.79 hrs
6	kent	100	45	0	98	-3.67 hrs
7	my	56	78	0	67	-3.04 hrs
8	kell	0	67	12	34	-1.47 hrs
9	kay	45	45	0	45	-1.42 hrs
10	kayne	24	68	0	45	-1.05 hrs

Page 1 of 2

Next >

LOGOUT

Back

Senior Editors Report

Select Senior

All Seniors

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Filter

Previous Month

Viewing January 2026

Next Month

Date	Event	Indi Clip	Indi Edit	Team Edit	Build	Duration	Notes
January 13, 2026		23	10	20	15	10:25:50	
January 14, 2026		23	23	24	23	12:23:43	
January 15, 2026		500	500	1000	500	22:25:56	
January 16, 2026		0	0	35	15	12:46:45	
January 17, 2026		23	0	45	0	13:24:23	
January 18, 2026		0	25	20	30	12:25:45	
January 18, 2026		33	220	0	0	17:23:56	
January 19, 2026		23	267	6	0	20:23:24	
January 19, 2026		23	0	3	34	12:23:24	
January 20, 2026		56	78	0	67	10:54:45	

January 20, 2026		34	0	0	87	07:34:43	
January 20, 2026		24	68	0	45	09:09:56	
January 20, 2026		89	260	12	23	18:24:43	
January 20, 2026		45	89	0	89	11:32:45	
January 20, 2026		67	67	0	0	08:24:56	
January 20, 2026		45	45	0	45	07:34:45	
January 20, 2026		0	67	12	34	09:56:34	
January 20, 2026		100	45	0	98	11:34:34	
January 20, 2026		43	67	0	43	09:43:43	
January 21, 2026		23	23	0	0	12:23:34	
January 21, 2026		200	265	350	250	12:25:56	
January 22, 2026		23	0	0	0	12:23:23	
January 22, 2026		0	0	26	65	12:26:26	
January 23, 2026		23	0	0	0	12:23:23	
January 23, 2026		25	0	36	56	12:24:25	
Totals		1490	2119	1623	1591	329:22:29	Export CSV

[LOGOUT](#)

[Back](#)

Senior Editors Report

Select Senior

All Seniors

Start Date

01/21/2026

End Date

01/25/2026

[Filter](#)

[Clear Filter](#)

Viewing Jan 21, 2026 → Jan 25, 2026

Date	Event	Indi Clip	Indi Edit	Team Edit	Build	Duration	Notes
January 21, 2026		200	265	350	250	12:25:56	
January 21, 2026		23	23	0	0	12:23:34	
January 22, 2026		0	0	26	65	12:26:26	
January 22, 2026		23	0	0	0	12:23:23	
January 23, 2026		25	0	36	56	12:24:25	
January 23, 2026		23	0	0	0	12:23:23	
Totals		294	288	412	371	74:27:07	Export CSV

Activities

The Activities module provides administrators with a comprehensive view of editorial performance across all roles — Senior Editors, Junior Editors, and Clippers — through interactive charts and detailed tables.

Admins can filter activity data by last 7 days, weekly, monthly, yearly, or drill down by specific role and year, enabling precise performance tracking over time. A dynamic bar chart visualizes key metrics such as Clip, Indie Edit, Team Edit, Build, Indi Clip, and Team Clip, color-coded for clarity and segmented by role.

Below the chart, a structured data table displays the exact counts for each activity type, grouped by role and time period. This allows admins to compare output across roles and identify trends in productivity, collaboration, and task distribution.

The module supports real-time filtering, role-based breakdowns, and period-specific analysis, making it an essential tool for operational oversight, performance reviews, and editorial planning.



Add User

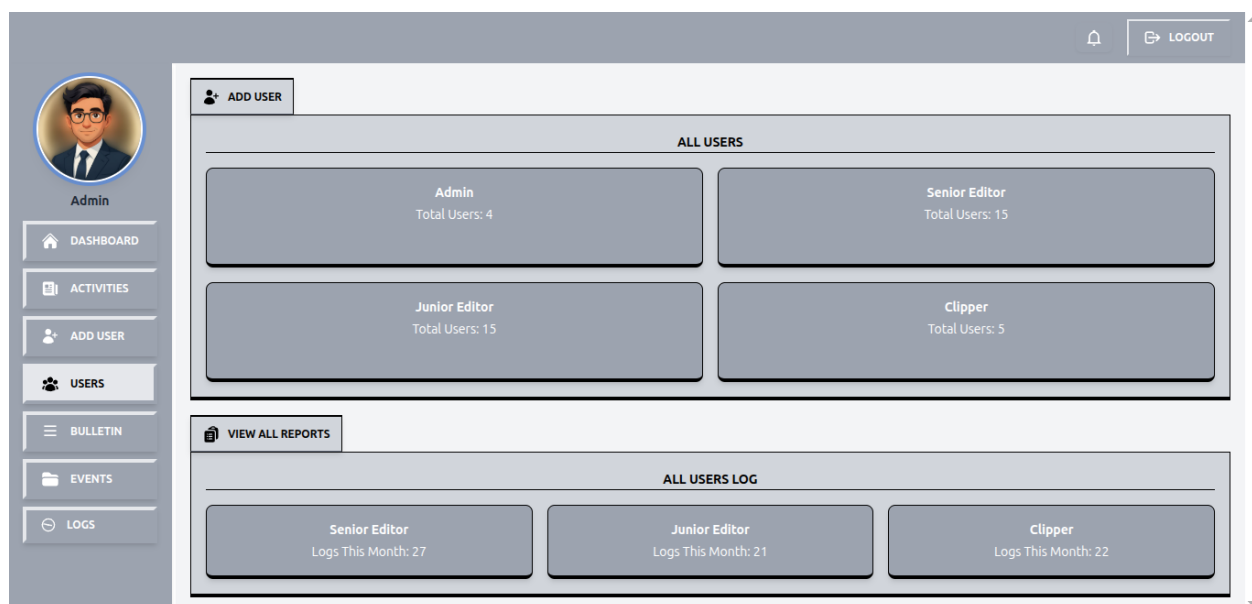
The Add User module allows administrators to create accounts either manually, one at a time, or through bulk creation using CSV upload. Once a user is added, the system automatically sends their credentials — including username, email, and a temporary password — directly to the registered email address. For security, all users are required to change their password upon first login, ensuring that accounts remain protected from the start.


The screenshot displays the 'Add User' module interface. On the left is a sidebar with a user profile (Admin) and navigation links: DASHBOARD, ACTIVITIES, ADD USER (highlighted), USERS, BULLETIN, EVENTS, and LOGS. The main content area has a top bar with 'ALL USERS' and a 'LOGOUT' button. Below this, there are two sections: 'CREATE NEW USER' and 'BULK CREATE USER USING CSV'. The 'CREATE NEW USER' section contains a form with fields for Username, Email, Role (dropdown menu showing 'Junior Editor'), Gender (dropdown menu showing 'Male'), and Password, along with a 'Create User' button. The 'BULK CREATE USER USING CSV' section includes a note: 'NOTE: Only upload a CSV file with a max row of 20 including this headers below!' followed by the headers 'username email role gender password' and a 'Pick a CSV file' button.

Users

The Users module provides administrators with full visibility and control over the editorial team's account structure. It displays a complete list of all registered users, including their username, email address, and any pending password reset requests. Admins can edit user details, update roles, change passwords, and delete accounts — actions available only for Senior Editors, Junior Editors, and Clippers. Admin accounts are excluded from modification to preserve system integrity.

This section also shows role distribution totals for each account type and provides access to editor and clipper logs, which can be filtered by date to review individual contributions. With built-in search and pagination, the Users module ensures that account management remains organized, secure, and scalable.





Admin

DASHBOARD

ACTIVITIES


ADD USER

USERS

BULLETIN


EVENTS

LOGS



LOGOUT

Username	Email
kentoy	kentoy@gmail.com
Admin	Admin@gmail.com
kentuckyjoles	khentlowmanz@gmail.com
123	123456kentuckyjoles@gmail.com



Admin

DASHBOARD

ACTIVITIES


ADD USER

USERS

BULLETIN

EVENTS

LOGS



LOGOUT

Username	Email	Password Reset Request	Actions
kenz1	kentuckyjoles@gmail.com	none	<input type="button" value="Edit"/> <input type="button" value="Update Role"/> <input type="button" value="Delete"/> <input type="button" value="Change Password"/>
ke	k@gmail.com	none	<input type="button" value="Edit"/> <input type="button" value="Update Role"/> <input type="button" value="Delete"/> <input type="button" value="Change Password"/>
jason	2ikentuckyjoles@gmail.com	none	<input type="button" value="Edit"/> <input type="button" value="Update Role"/> <input type="button" value="Delete"/> <input type="button" value="Change Password"/>
kell	9ikentuckyjoles@gmail.com	none	<input type="button" value="Edit"/> <input type="button" value="Update Role"/> <input type="button" value="Delete"/> <input type="button" value="Change Password"/>
kimso	4ikentuckyjoles@gmail.com	none	<input type="button" value="Edit"/> <input type="button" value="Update Role"/> <input type="button" value="Delete"/> <input type="button" value="Change Password"/>
test	11112222ikentuckyjoles@gmail.com	none	<input type="button" value="Edit"/> <input type="button" value="Update Role"/> <input type="button" value="Delete"/> <input type="button" value="Change Password"/>
kay	7ikentuckyjoles@gmail.com	none	<input type="button" value="Edit"/> <input type="button" value="Update Role"/> <input type="button" value="Delete"/> <input type="button" value="Change Password"/>
kayne	8ikentuckyjoles@gmail.com	none	<input type="button" value="Edit"/> <input type="button" value="Update Role"/> <input type="button" value="Delete"/> <input type="button" value="Change Password"/>
my	111111kentuckyjoles@gmail.com	none	<input type="button" value="Edit"/> <input type="button" value="Update Role"/> <input type="button" value="Delete"/> <input type="button" value="Change Password"/>
kent	13kentuckyjoles@gmail.com	none	<input type="button" value="Edit"/> <input type="button" value="Update Role"/> <input type="button" value="Delete"/> <input type="button" value="Change Password"/>

1

2

Next »



Admin

DASHBOARD

ACTIVITIES

ADD USER

USERS

BULLETIN

EVENTS

LOGS

LOGOUT

mm/dd/yyyy


Filter


Page 1 of 8 (8 total logs)

2026-01-23

kenny | Event:  | Clip: 90
| Teamedit: 0 | Indiedit: 83
| Build: 59 | Notes: 
| Duration: 11:24:56

kal | Event:  | Clip: 56
| Teamedit: 0 | Indiedit: 25
| Build: 86 | Notes: 
| Duration: 09:25:56


ken | Event:  | Clip: 21
| Teamedit: 24 | Indiedit: 12
| Build: 23 | Notes: 
| Duration: 10:24:24

mine | Event:  | Clip: 23
| Teamedit: 32 | Indiedit: 0
| Build: 0 | Notes: 
| Duration: 08:43:43

1

2

Next »



Admin

DASHBOARD

ACTIVITIES

ADD USER

USERS

BULLETIN

EVENTS

LOGS

LOGOUT

mm/dd/yyyy

Filter

Logs of kenny

Back

Page 1 of 1 (7 total logs)


2026-01-23

Date: January 23, 2026 | Event:  | Clip: 90 | Teamedit: 0 | Indiedit: 83 | Build: 59 | Notes:  | Duration: 11:24:56

2026-01-22

Date: January 22, 2026 | Event:  | Clip: 58 | Teamedit: 1 | Indiedit: 56 | Build: 59 | Notes:  | Duration: 10:24:56

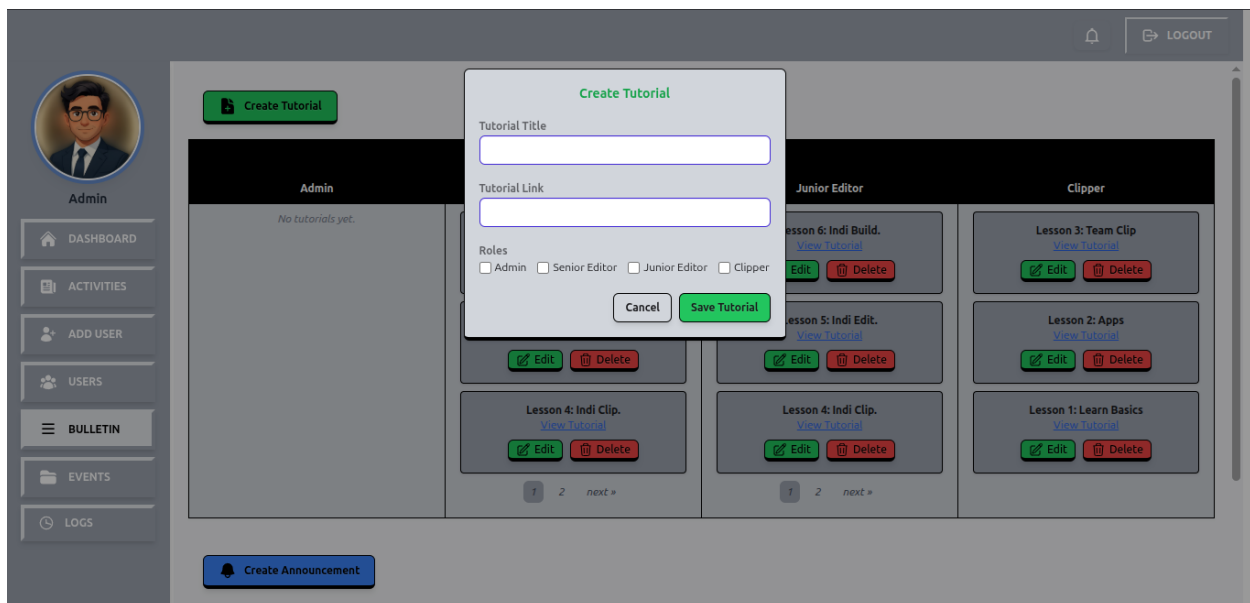
2026-01-21


Date: January 21, 2026 | Event:  | Clip: 12 | Teamedit: 25 | Indiedit: 0 | Build: 60 | Notes:  | Duration: 10:24:56

Bulletin

The Bulletin module allows administrator to publish tutorials and announcements with precise role-based targeting, ensuring that each user sees only the content relevant to their role. Tutorials can be created with a title and link, then assigned to specific roles — Admin, Senior Editor, Junior Editor, or Clipper — using simple checkboxes. Each tutorial entry includes options to view, edit, or delete, giving admins full control over content delivery and updates.

Announcements are equally flexible, featuring fields for title, body, optional link, and visibility dates, along with role-based targeting. Admins can schedule announcements to appear within a defined time window, making it ideal for time-sensitive updates like project priorities or workflow changes.





Admin

DASHBOARD

ACTIVITIES

ADD USER

USERS

BULLETIN

EVENTS


LOGS

Create Tutorial

Tutorials

Admin	Senior Editor	Junior Editor	Clipper
No tutorials yet.	<div>Lesson 6: Indi Build. View Tutorial <div>Edit Delete</div></div> <div>Lesson 5: Indi Edit. View Tutorial <div>Edit Delete</div></div> <div>Lesson 4: Indi Clip. View Tutorial <div>Edit Delete</div></div> <div>1 2 next »</div>	<div>Lesson 6: Indi Build. View Tutorial <div>Edit Delete</div></div> <div>Lesson 5: Indi Edit. View Tutorial <div>Edit Delete</div></div> <div>Lesson 4: Indi Clip. View Tutorial <div>Edit Delete</div></div> <div>1 2 next »</div>	<div>Lesson 3: Team Clip View Tutorial <div>Edit Delete</div></div> <div>Lesson 2: Apps View Tutorial <div>Edit Delete</div></div> <div>Lesson 1: Learn Basics View Tutorial <div>Edit Delete</div></div>

Create Announcement



Admin

DASHBOARD

ACTIVITIES

ADD USER

USERS

BULLETIN

EVENTS

LOGS

Create Announcement

Create Announcement

Title

Body

Link (optional)

Optional link

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Roles

☐ Admin

☐ Senior Editor

☐ Junior Editor

☐ Clipper

Cancel

Save Announcement

Please prioritize and work on the late orders

end of the week. You can view the full list of pending orders in link below

senior, junior, clipper

Delete

View All Announcements

Events

The Events module enables administrators to manage editorial projects through structured event folders. Each folder can contain XMP filters (under 1MB) and templates, allowing teams to organize and access editing assets efficiently.


When creating a new event, the system automatically assigns the current year as the default value in the modal. This ensures faster queuing and easier searching, since events can also be filtered and located by year. Admins or Senior Editors may adjust the year if needed.


- ✓ Role-based permissions ensure secure and structured access:
- ✓ Admins and Senior Editors have full control to create, upload, edit, and delete event folders, filters, and templates.
- ✓ Junior Editors can view and download filters and templates but cannot create or delete.
- ✓ Clippers have no access to the Events module.
- ✓ Templates within events are simplified for consistency — allow only the addition of a title and link, ensuring clarity and easy reference without unnecessary complexity.

To streamline navigation, the module includes a search bar for quickly locating events by name. Once inside a folder, users can easily download filters, view templates, and manage content specific to that event. This setup ensures fast retrieval, secure access, and role-based control over editorial assets.





Admin


 DASHBOARD

 ACTIVITIES


 ADD USER

 USERS

 BULLETIN

 **EVENTS**

 LOGS



LOGOUT

Create New Event

Cahigan Festival


Search

Clear

Cahigan Festival

Edit

Delete



Admin

 DASHBOARD


 ACTIVITIES

 ADD USER

 USERS

 BULLETIN

 **EVENTS**

 LOGS



LOGOUT

 Pick Filter

Filters for Palompon Festival

 Templates

ADAM_Lawig Palompon (1_Calbugos Festival (4)

Delete

ADAM_Lawig Palompon (1_Calbugos Festival (5)

Delete

ADAM_Lawig Palompon (1_Calbugos Festival (6)

Delete

ADAM_Lawig Palompon (1_Calbugos Festival (7)


Delete

PRP

Delete

PRP_Palompon Festival (1)

Delete



Admin

DASHBOARD

ACTIVITIES

ADD USER

USERS

BULLETIN

EVENTS

LOGS

ADAM_Lawig Palompon (1)_Calbugos Festival (4)_Palompon Festival (2)

Delete

Upload now

Pick Filter

Templates

Filters for Palompon Festival

ADAM_Lawig Palompon (1)_Calbugos Festival (4)

Delete

ADAM_Lawig Palompon (1)_Calbugos Festival (5)

Delete

ADAM_Lawig Palompon (1)_Calbugos Festival (6)

Delete

ADAM_Lawig Palompon (1)_Calbugos Festival (7)


Delete

PRP

Delete

PRP_Palompon Festival (1)

Delete



Admin

DASHBOARD

ACTIVITIES

ADD USER

USERS

BULLETIN

EVENTS

LOGS

Add New Template

sample Click here

Filters

Add New Template

Title

Link

Cancel Save Template

Edit

Delete


Logs

The Logs module is a centralized, read-only audit system that records all critical actions within the application. It provides administrators with full traceability — showing who performed an action, what data was affected, and when it occurred — with powerful filters by action type, role, and date. This ensures transparency, accountability, and compliance, similar to enterprise-grade dashboards.

The module is organized into three specialized views:

- Event, Filter & Templates Logs – Tracks all system content and configuration changes, including the creation, editing, deletion, uploading, and downloading of filters. This view helps admins audit operational data changes and detect potential misuse.
- Editors & Clippers Logs – Captures role-specific operational activities through EditorLog and ClipperLog. It shows how editors and clippers create or edit content, supporting accountability, productivity tracking, and supervisor review, without cluttering admin-level logs.
- User Management Logs – Records sensitive user-related actions such as password changes, role updates, and account modifications. It clearly distinguishes between the actor and the affected user for full security traceability. This view also includes system-related logs such as role updates and email delivery failures, which are admin-only and searchable by date.

Together, these log views provide a complete audit trail that strengthens operational oversight, safeguards against misuse, and ensures every action in the system is fully accountable.



Admin

DASHBOARD

ACTIVITIES

ADD USER

USERS

BULLETIN

EVENTS

LOGS

LOGOUT

USERS ATTENDANCE LOG

Event, Filter & Templates Logs

Select Action

All Actions

Select Role

All Roles

Start Date


mm/dd/yyyy

End Date

mm/dd/yyyy

Filter

Timestamp	Action	Target	User	Role
2026-01-24 4:51 PM	Upload	Filter	Admin	admin
2026-01-24 4:50 PM	Create	Template	Admin	admin
2026-01-23 7:54 PM	Create	Template	Admin	admin
2026-01-23 7:54 PM	Download	Filter	Admin	admin
2026-01-23 7:54 PM	Upload	Filter	Admin	admin
2026-01-23 3:14 PM	Download	Filter	kai	junior
2026-01-22 7:20 PM	Delete	Event	Admin	admin
2026-01-22 5:59 PM	Edit	Event	Admin	admin
2026-01-21 2:28 PM	Edit	Event	test	senior
2026-01-21 2:28 PM	Create	Event	test	senior



Admin

DASHBOARD

ACTIVITIES

ADD USER

USERS

BULLETIN

EVENTS

LOGS

LOGOUT

USER MANAGEMENT LOGS

Editors & Clippers Log

Select Action

All Actions

Select Role

All Roles

Start Date


mm/dd/yyyy

End Date

mm/dd/yyyy

Filter

Timestamp	Action	Target	User	Role
2026-01-23 6:56 PM	Create	ClipperLog	rain	clipper
2026-01-23 6:55 PM	Edit	ClipperLog	rain	clipper
2026-01-23 6:55 PM	Edit	ClipperLog	rain	clipper
2026-01-23 6:54 PM	Edit	ClipperLog	kilua	clipper
2026-01-23 6:53 PM	Edit	ClipperLog	kilua	clipper
2026-01-23 6:53 PM	Edit	ClipperLog	keon	clipper
2026-01-23 6:45 PM	Create	EditorLog	kim	senior
2026-01-23 6:44 PM	Create	EditorLog	kim	senior
2026-01-23 6:43 PM	Create	EditorLog	kim	senior
2026-01-23 6:40 PM	Edit	EditorLog	kim	senior



Admin

DASHBOARD

ACTIVITIES

ADD USER

USERS

BULLETIN

EVENTS

LOGS

LOGOUT

EVENTS FILTERS & TEMPLATES LOG

User Management Logs

Select Action

All Actions

Select Role

All Roles

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Filter

Timestamp	Action	Target	Role	Creator
2026-01-23 6:55 PM	change_password	User	clipper	rain
2026-01-23 6:54 PM	change_password	User	clipper	Admin
2026-01-23 6:39 PM	change_password	User	senior	kim
2026-01-23 6:33 PM	change_password	User	senior	kenth
2026-01-23 6:33 PM	change_password	User	senior	Admin
2026-01-23 6:32 PM	change_password	User	senior	Admin
2026-01-23 3:27 PM	change_password	User	junior	mine
2026-01-23 3:26 PM	change_password	User	junior	Admin
2026-01-23 3:22 PM	change_password	User	junior	ken
2026-01-23 3:22 PM	change password	User	junior	Admin

SENIOR EDITORS ACCOUNT


Senior Editor Dashboard

The Senior Editor Dashboard provides a role-specific view of monthly performance rankings, designed exclusively for Senior Editors. Rankings are calculated from key editorial metrics — Indi Clip, Indi Edit, Team Edit, and Build — and can be filtered by custom date ranges to track progress across specific periods.

Each user’s actions are converted into expected hours, compared against their rendered time, and ranked by the difference. Smaller or negative differences rank higher, while larger positive differences rank lower. High output can still elevate a user’s rank even if their rendered time slightly exceeds expectations.

The Top 3 rankings follow an eligibility logic: if fewer than three users meet the threshold, the podium begins at Rank 4. For example, if only one user qualifies, the next eligible user will be displayed as Rank 4, ensuring fairness and preventing inflated recognition.

Rankings are recalculated daily at 08:00 AM, with final standings published on the first day of each month, visible only between 08:00 AM and 10:00 AM. After 10:00 AM, the dashboard resets for the new month. The default view is paged by month, making it easy to navigate historical performance data.



Senior Editor

DASHBOARD

TUTORIALS

EDITORS LOG

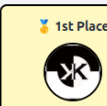
EVENTS

Senior Editors Ranking Report As of January 2026

Start: End:

Filter

1st Place



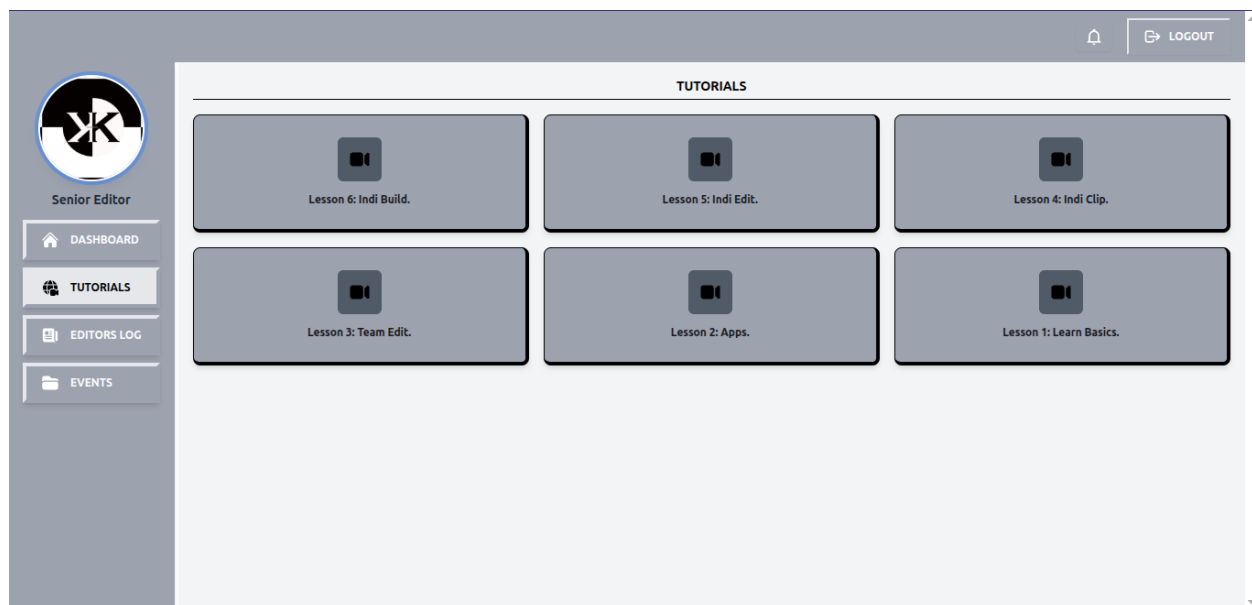
@kenth

Indi Clip: 661 | Indi Edit: 581
Team Edit: 1181 | Build: 635

Rank	Username	Indi Clip	Indi Edit	Team Edit	Build
4	kim	370	1012	430	394
5	charito	45	89	0	89
6	kent	100	45	0	98
7	my	56	78	0	67
8	kell	0	67	12	34
9	kay	45	45	0	45

Tutorials

Access tutorials title and link assigned to the **Senior Editor** role.



Editor Logs

The Editor Logs module allows users to record daily work activities with precision and clarity. Editors can log their rendered hours, clips, individual edits, team edits, builds, and event participation, ensuring that every contribution is tracked and accounted for.

Each log entry includes fields for date, duration, event name, and notes, with editable values for all activity metrics. Logs can be created, updated, and filtered by date, making it easy to review past work or prepare reports.



Senior Editor

DASHBOARD

TUTORIALS

EDITORS LOG

EVENTS

Add New Log

mm/dd/yyyy

Filter

Page 1 of 11 (11 total logs)

2026-01-23

kenth | Event:  | Clip: 23
| Teamedit: 0 | Indiedit: 0
| Build: 0 | Notes: 
| Duration: 12:23:23

Edit

kim | Event:  | Clip: 25
| Teamedit: 36 | Indiedit: 0
| Build: 56 | Notes: 
| Duration: 12:24:25

1

2

Next »



Senior Editor

DASHBOARD

TUTORIALS

EDITORS LOG

EVENTS

Add New Log

mm/dd/yyyy

Filter

Page 1 of 11 (11 total logs)

2026-01-23

kenth | Event:  | Clip: 23
| Teamedit: 0 | Indiedit: 0
| Build: 0 | Notes: 
| Duration: 12:23:23

Edit

kim | Event:  | Clip: 25
| Teamedit: 36 | Indiedit: 0
| Build: 56 | Notes: 
| Duration: 12:24:25

1

2

Next »

Create New Log

Select Date

Duration (24 hours)

01/24/2026

HH:MM:SS

Event

Clip

Team Edit

Indi Edit

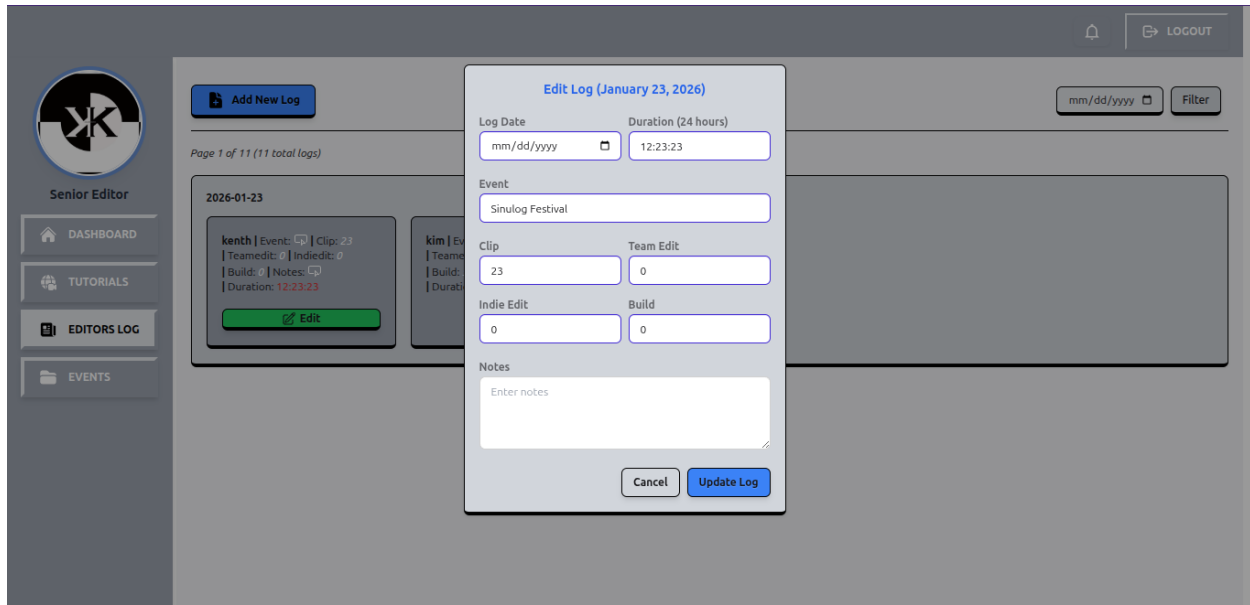
Build

Notes

Enter any additional notes...

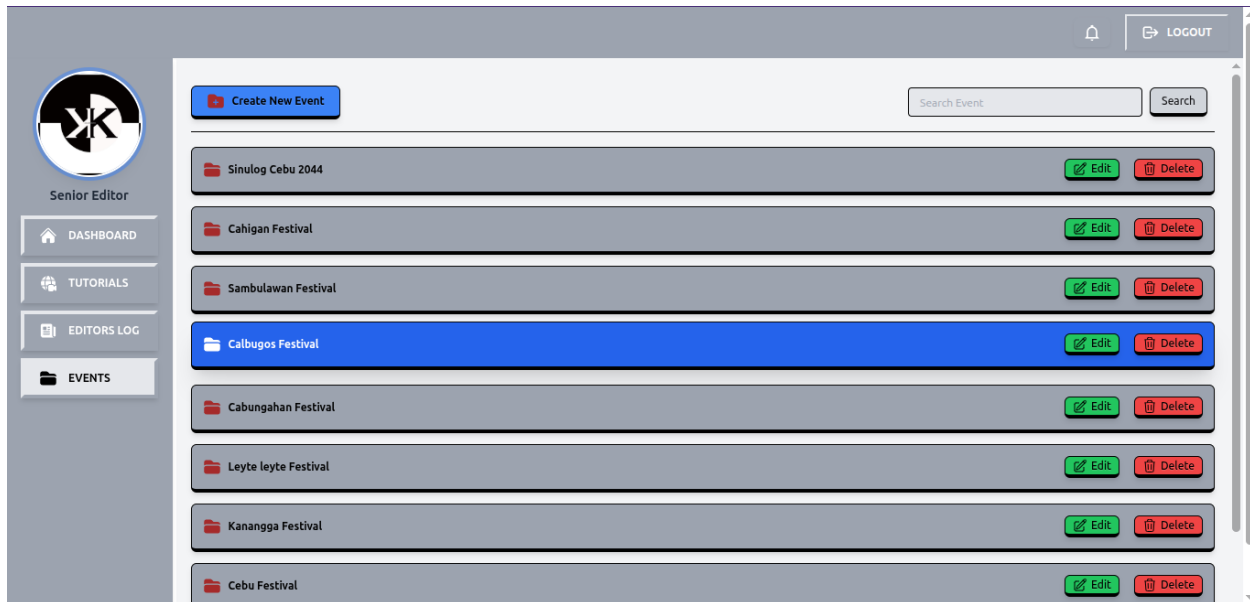
Cancel

Save Log



Events

Full access to event management (same as Admin).



JUNIOR EDITORS ACCOUNT


Junior Editor Dashboard

The Junior Editor Dashboard mirrors the same monthly ranking system as the Senior Editor Dashboard, ensuring consistency across roles. Rankings are calculated from identical metrics — Indi Clip, Indi Edit, Team Edit, and Build — and can be filtered by start and end dates for flexible performance tracking.

As with seniors, each user’s actions are converted into expected hours and compared against their rendered time, with rankings determined by the difference. Smaller or negative differences rank higher, while larger positive differences rank lower.

The Top 3 eligibility logic applies here as well: if fewer than three users qualify, the podium begins at Rank 4, ensuring fairness in recognition.

Rankings are recalculated daily at 08:00 AM, with final standings published on the first day of each month, visible only between 08:00 AM and 10:00 AM. After 10:00 AM, the dashboard resets for the new month. The default view is paged by month, keeping the current period prioritized while allowing historical navigation.



Junior Editor

DASHBOARD

TUTORIALS

EDITORS LOG

EVENTS

Junior Editors Ranking Report As of January 2026

Start: mm/dd/yyyy

End: mm/dd/yyyy

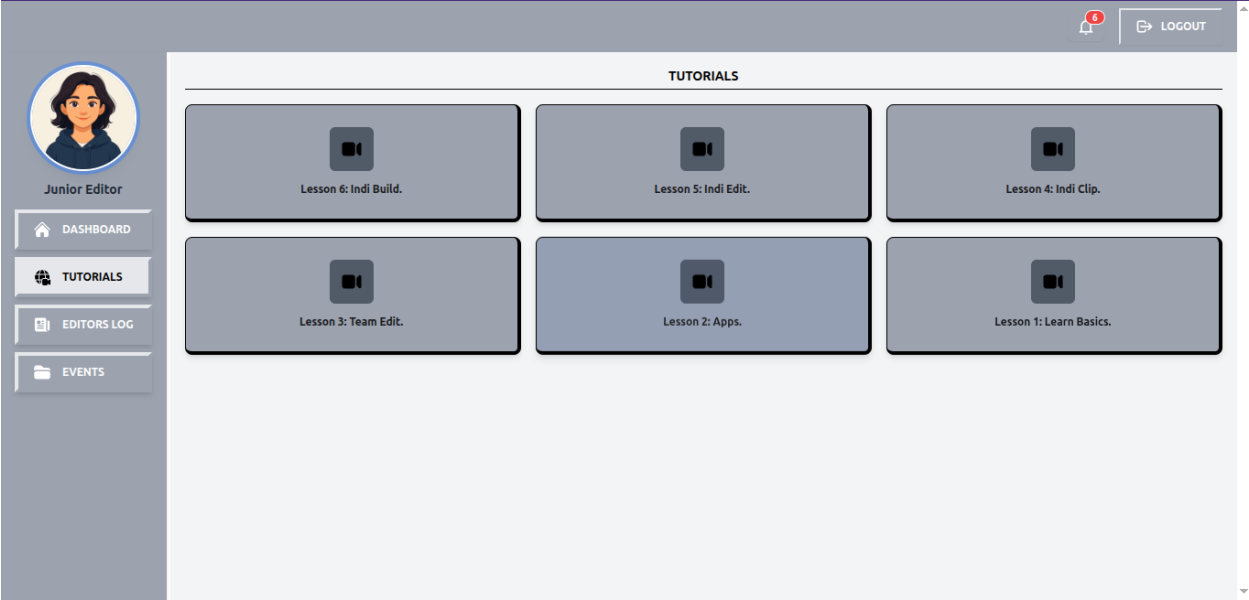
Filter

Rank	Username	Indi Clip	Indi Edit	Team Edit	Build
4	kai	222	156	42	387
5	kenny	331	163	91	316
6	mine	23	0	32	0
7	ken	327	153	146	419

Page 1 of 1

Tutorials

Access tutorials title and link assigned to the **Junior Editor** role.



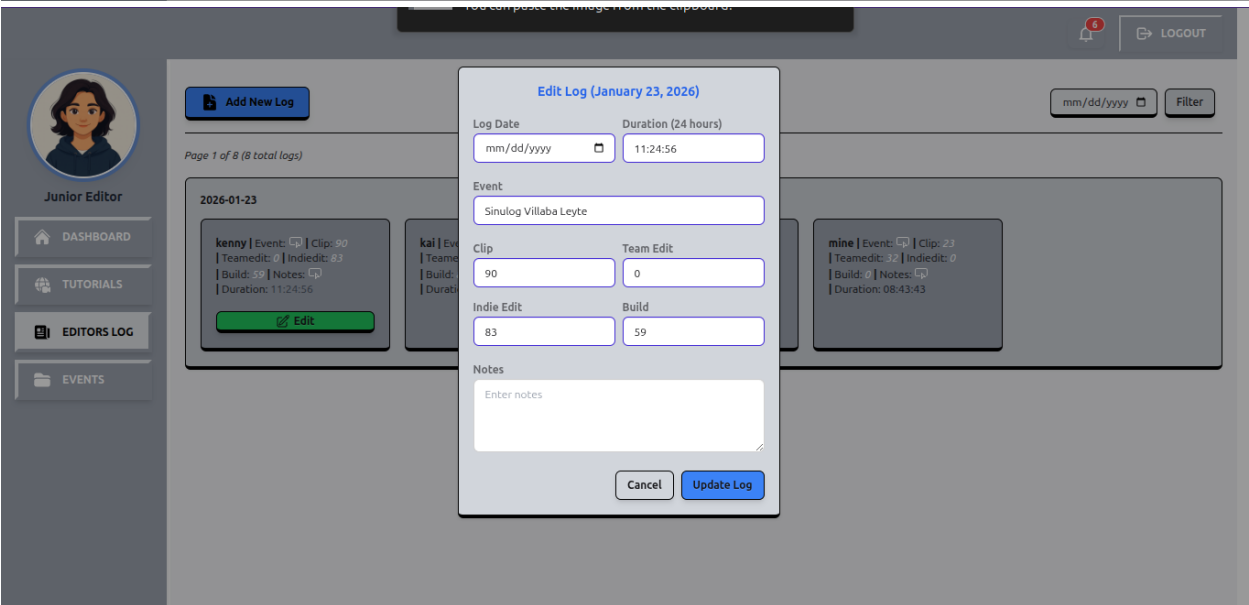
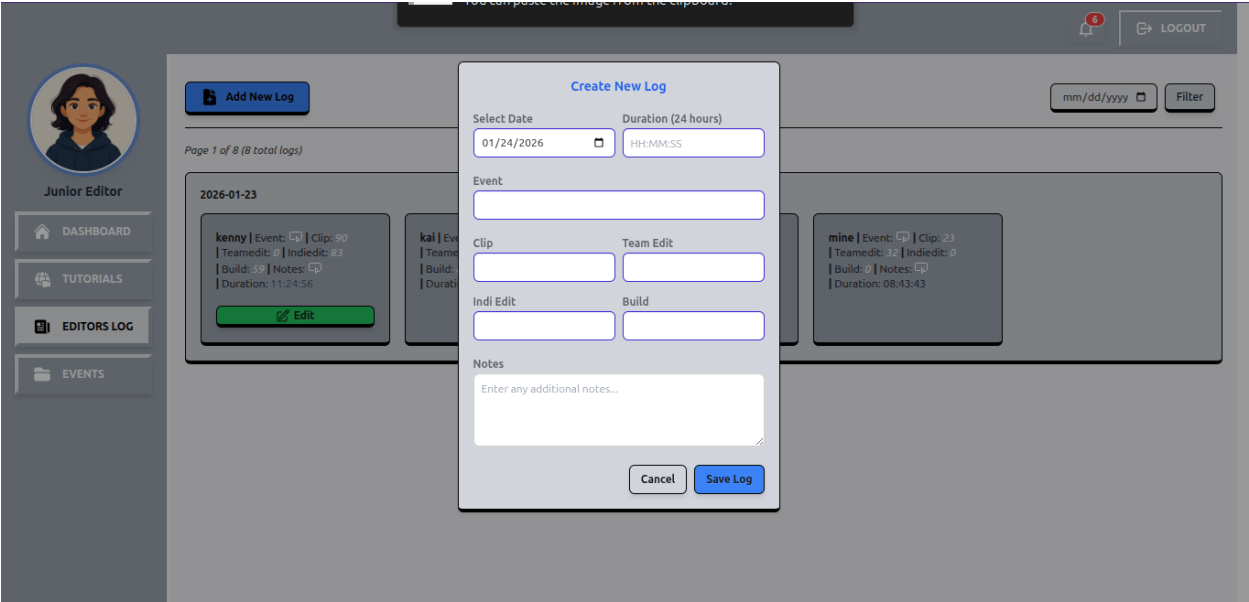
Editor Logs

The Editor Logs module allows users to record daily work activities with precision and clarity. Editors can log their rendered hours, clips, individual edits, team edits, builds, and event participation, ensuring that every contribution is tracked and accounted for.

Each log entry includes fields for date, duration, event name, and notes, with editable values for all activity metrics. Logs can be created, updated, and filtered by date, making it easy to review past work or prepare reports.

The screenshot displays the Editor Logs module interface. On the left is a sidebar with a user profile for 'Junior Editor' and navigation links for DASHBOARD, TUTORIALS, EDITORS LOG (selected), and EVENTS. The main content area features a top bar with an 'Add New Log' button, a date filter set to 'mm/dd/yyyy', and a 'Filter' button. Below this, it indicates 'Page 1 of 8 (8 total logs)'. The logs are displayed for the date '2026-01-23' in a grid of four cards. Each card shows a user's name, their metrics (Event, Clip, Teamedit, Indiedit, Build, Notes, and Duration), and an 'Edit' button. The first card for 'kenny' has an 'Edit' button, while the others are disabled.

User	Event	Clip	Teamedit	Indiedit	Build	Notes	Duration
kenny	0	90	0	83	59		11:24:56
kai	0	56	0	25	60		09:25:56
ken	0	27	24	72	23		10:24:24
mine	0	23	32	0	0		08:43:43




Events

Limited access: view events, download filters, and view templates only.

6

LOGOUT



Junior Editor

DASHBOARD


TUTORIALS


EDITORS LOG


EVENTS


Search Event


Search


 Sinulog Cebu 2044


 **Cahigan Festival**


 Sambulawan Festival

 Calbugos Festival

 Cabungahan Festival


 Leyte leyte Festival

 Kanangga Festival

 Cebu Festival

6

LOGOUT



Junior Editor

DASHBOARD

TUTORIALS

EDITORS LOG

EVENTS

Templates

Filters for **Palompon Festival**

ADAM_Lawig Palompon (1)_Calbugos Festival (4)

ADAM_Lawig Palompon (1)_Calbugos Festival (5)

ADAM_Lawig Palompon (1)_Calbugos Festival (6)

ADAM_Lawig Palompon (1)_Calbugos Festival (7)


PRP

PRP_Palompon Festival (1)

127.0.0.1:8000/filters/download-filter/180/

6

LOGOUT



Junior Editor

DASHBOARD

TUTORIALS

EDITORS LOG

EVENTS

Filters

Templates for [Palompon Festival](#)

sample

[Click here](#)

CLIPPERS ACCOUNT

Clipper Dashboard

The Clipper Dashboard provides a streamlined view of monthly performance rankings, tailored specifically for users with the Clipper role. Rankings are calculated based on two key metrics: Indi Clip and Team Clip, reflecting both individual and collaborative contributions.

Each user's actions are converted into expected hours, compared against their rendered time, and ranked by the difference. Smaller or negative differences rank higher, while larger positive differences rank lower. Users with high output may still rank above others even if their rendered time slightly exceeds expectations.

Users can filter rankings by start and end dates, allowing them to track their progress over time and compare performance across different periods. The dashboard is paged by month, with each view showing the current standings for that period.

The Top 3 rankings follow an eligibility logic: if fewer than three users meet the required threshold, the podium begins at Rank 4, ensuring fair recognition and preventing inflated rankings.

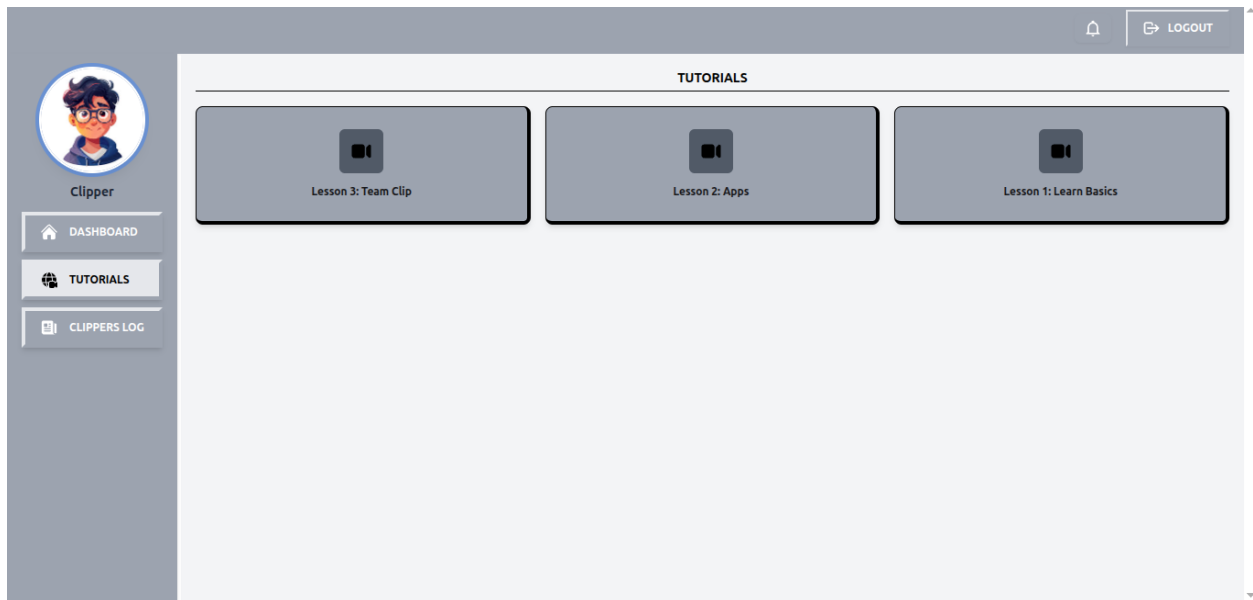
Rankings are recalculated daily at 08:00 AM, and final standings are published on the first day of each month, visible only between 08:00 AM and 10:00 AM. After 10:00 AM, the dashboard resets for the new month.

The screenshot displays the 'Clippers Ranking Report As of January 2026'. The interface includes a left sidebar with a user profile (Clipper), a home icon, and links to 'DASHBOARD', 'TUTORIALS', and 'CLIPPERS LOG'. The main content area features a title bar with a bell icon and a 'LOGOUT' button. Below the title, there are date filters for 'Start' and 'End' (both set to 'mm/dd/yyyy') and a 'Filter' button. The top section shows the 'Top 3' rankings in yellow boxes: 1st Place (@kilua), 2nd Place (@keon), and 3rd Place (@rain). A tooltip for the 1st place user shows 'Indi Clip: 117' and 'Team Clip: 332'. Below this, a table displays the rankings for all users. The table has four columns: Rank, Name, Indi Clip, and Team Clip. The first row shows Rank 4 for user 'alex' with an Indi Clip of 12 and a Team Clip of 23. The page is labeled 'Page 1 of 1' at the bottom.

Rank	Name	Indi Clip	Team Clip
4	alex	12	23

Tutorials

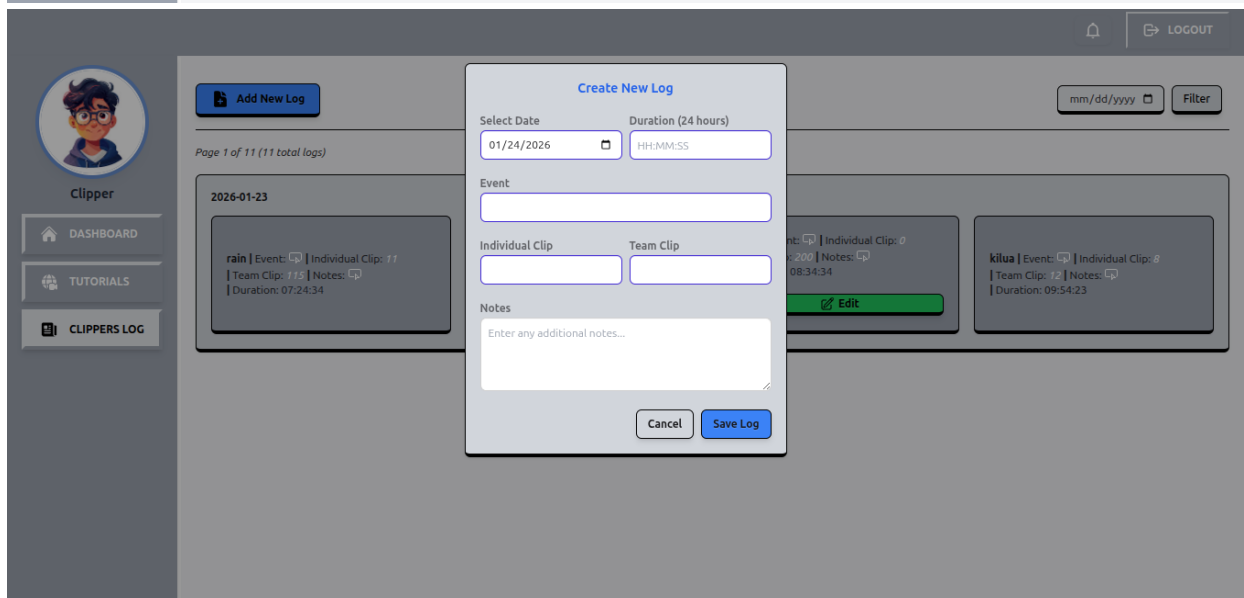
Access tutorials title and link assigned to the **Clipper** role.

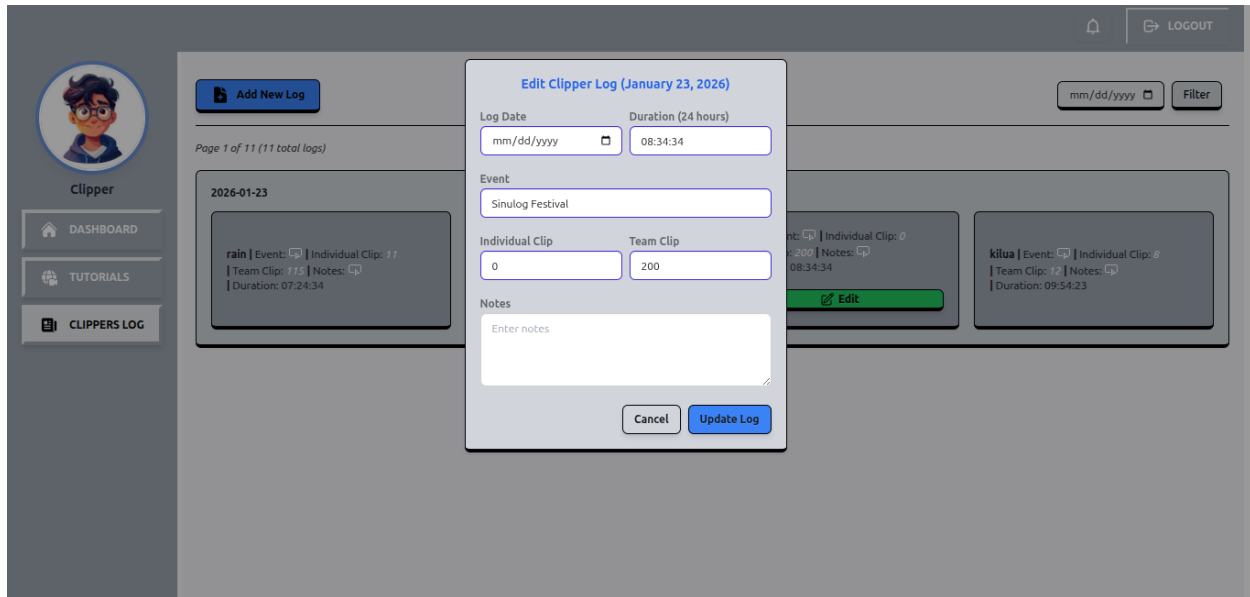


Clipper Logs

The Clipper Logs module allows users to record daily work activities with precision and clarity. Clippers can log their rendered hours, indi clips, team clips and event participation, ensuring that every contribution is tracked and accounted for.

Each log entry includes fields for date, duration, event name, and notes, with editable values for all activity metrics. Logs can be created, updated, and filtered by date, making it easy to review past work or prepare reports.





Shared Features Across All Users

Profile Picture Upload – All users can personalize their account by uploading a picture, enhancing identity and engagement across the platform.

Bell Notifications – A bell icon in the header shows notification counts. Users receive notifications only when a new tutorial is uploaded and assigned to their role.

Announcement Modal – Users may receive pop-up announcement if their role has been checked or assigned by the admin to receive that specific message. This ensures targeted communication without unnecessary clutter.